



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General's Office State Fire Marshal's Office Mobile Home Division 7 Martin Luther King, Jr. Dr., SW Atlanta, GA 30334	Application Number <b>73-141-A</b>	
Application Number		Date Received MAY 7 1982	Date Completed MAY 28 1982
2. Person to Contact Pete Paulsen		Working Title Administrator, Mobile Home Division	Telephone Number 2064
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-141</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercade; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 9/68 to date		5. Records Series Title (followed by title used in office; if different) Mobile Home Manufacturers Complaint Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in the State of Georgia. To inspect and monitor out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against Mobile home manufacturers and dealers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: The administration of the Uniform Standards Code for Factory Manufactured Movable Homes Act.  Included are: All correspondence to and from the complain <sup>ant's</sup> tee in reference to their mobile home complaint. All these files contain complaints that have been satisfactorily completed.  File is arranged: Alphabetically by the complain <sup>ant's</sup> tee's name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ 0 _____ years.	d. Audit period	_____ 0 _____ years.
b. Statute of limitation	_____ 0 _____ years.	e. Administrative need	_____ 0 _____ years.
c. Federal law	_____ 30 _____ years.	f. Federal retention instructions	_____ 0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
Federal Register, Mobile Homes Procedural and Enforcement Regulations, Subpart H, paragraph 3282.362 (ii) (d), attached. The permanent record file shall be available during the life of the mobile home. The life of a mobile home has been established at 30 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 29 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Pete Paulsen</i>	5-3-82	<i>Fred Anderson</i>	5-7-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>James L. Smith</i>	5-15-82
		<i>Carroll Hart</i>	5-24-82
		<i>James L. Smith</i>	5-25-82

signed to comply with the Federal Mobile Home Construction and Safety Standards in force at the time of manufacture."

(D) A list of major factory-installed equipment including the manufacturer's name and the model designation of each appliance.

(E) Reference to the structural zone and wind zone for which the home is designed and duplicates of the maps as set forth in §280.305(c)(4) of Chapter II of 24 CFR. This information may be combined with the heating/cooling certificate and insulation zone maps required by §§280.510 and 280.511 of Chapter II of 24 CFR.

(F) The statement "design approval by" followed by the name of the DAPIA which approved the design.

(ii) A copy of the data plate shall be furnished to the IPIA, and the IPIA shall keep a permanent record of the data plate as part of its labeling record so that the information is available during the life of the mobile home in case the data plate in the mobile home is defaced or destroyed.

(d) Permanent records. The IPIA shall maintain the following records as appropriate:

(1) Records of all labels issued, applied, removed, and replaced by label number, mobile home serial number, mobile home type, manufacturer's name, dealer destination, and copies of corresponding data plates.

(2) Records of all mobile homes which are red tagged, and the status of each home.

(3) Records of all inspections made at each manufacturing plant on each mobile home serial number, each failure to conform found, and the action taken in each case.

(4) Records of all inspections made at other locations of mobile homes identified by manufacturer and serial number, all mobile homes believed to contain the same failure to conform, and the action taken in each case.

All records shall specify the precise section of the standard which is in question and contain a clear and concise explanation of the process by which the IPIA reached any conclusions. All records shall be traceable to specific mobile home serial numbers and through the manufacturer's records to dealers and purchasers.

(e) Requirements for full acceptance—IPIA.

(1) Before granting full acceptance to an IPIA, the Secretary or the Secretary's agent shall review and evaluate at least one certification report which has been prepared by the IPIA during the period of provisional acceptance. The Secretary or the Secretary's agent shall also review in depth the IPIA's administrative capabilities and otherwise review the IPIA's performance of its responsibilities under these regulations.

(2) Where the Secretary determines on the basis of these reviews that an IPIA is not meeting an adequate level of performance, the Secretary or the Secretary's agent shall carry out further evaluations. If the Secretary finds the level of performance to be unacceptable, the Secretary shall not grant full acceptance. If full acceptance has not been granted by the end of the provisional acceptance period, provisional acceptance shall lapse unless the Secretary deter-

mines that the failure to obtain full acceptance resulted from the fact that the Secretary or the Secretary's agent has not had adequate time in which to complete an evaluation.

#### **§3282.363 Right of entry and inspection.**

Each primary inspection agency shall secure from each manufacturer and manufacturing plant under its surveillance an agreement that the Secretary, the State Administrative Agency and the primary inspection agency have the right to inspect the plant and its mobile home inspection, labeling, and delivery records, and any of its mobile homes in the hands of dealers or distributors at any reasonable time.

#### **§3282.364 Inspection responsibilities and coordination.**

All primary inspection agencies shall be responsible for acting as necessary under their contractual commitment with the manufacturer to determine whether alleged failures to conform to the standards may exist in mobile homes produced under their surveillance and to determine the source of the problems. The DAPIA may be required to examine the designs in question or the quality assurance manual under which the mobile homes were produced. The IPIA may be required to reexamine the quality control procedures which it has approved to determine if they conform to the quality assurance manual, and the IPIA shall have primary responsibility for inspecting actual units produced and, where necessary, for inspecting units released by the manufacturer. All primary inspection agencies acting with respect to particular manufacturer or plant shall act in close coordination so that all necessary functions are performed effectively and efficiently.

#### **§3282.365 Forwarding monitoring fee.**

The IPIA shall, whenever it provides labels to a manufacturer, obtain from the manufacturer the monitoring fee to be forwarded to the Secretary or the Secretary's agent as set out in §3282.210. If a manufacturer fails to provide the monitoring fee as required by §3282.210 to be forwarded by the IPIA under this section, the IPIA shall immediately inform the Secretary; or the Secretary's Agent.

#### **§3282.366 Notification and correction campaign responsibilities. [A, Feb. 11, 1977]**

(a) Both IPIAs and DAPIAs are responsible for assisting the Secretary or an SAA in identifying the class of mobile homes that may have been affected where the Secretary or an SAA makes or is contemplating making a preliminary determination of imminent safety hazard, serious defect, defect, or non-compliance under §3282.407 with respect to mobile homes for which the IPIA or DAPIA provided either plant inspection or design approval services.

(b) The IPIA in each manufacturing plant is responsible for reviewing manufacturer determinations of the class of mobile homes affected when the manufacturer is acting under §3282.404. The IPIA shall concur in the method used to determine the class of potentially affected mobile homes or shall state why it finds the method to be inappropriate, inadequate or incorrect.



STATE  
OF  
GEORGIA

313-15  
Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

9  
PAGE  
1

1. Application Date 2-9-73	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b>	
2. Agency Application No.		Date Received MAR 6 1973	Application No. 73-141
3. AGENCY, Division, Subdivision & Administering Office Address Mobile Homes Branch State Fire Marshal's Office Office of the Comptroller General		4. Person to Contact Paula Mont	Date Completed MAR 9 1973
		5. Working Title Steno II	6. Tel. No. 2065

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
9/68 -- 12/72

9. Exact Series Title

Mobile Home Manufacturers Complaint Case Files

10. What is the function of the office in which this record series is created?

To administer The Uniform Standards Code for Factory Manufactured Movable Homes Act. To inspect and supervise the construction of mobile homes that are manufactured in and out of state and are offered for sale in Georgia. To license, inspect, and monitor the mobile home dealers and manufacturers in Georgia. To inspect and monitor the out of state manufacturers. Reviews all plans, specifications, and test data submitted by mobile home manufacturers. Assists plant personnel in correcting production procedures that violate the Fire Safety Laws. Issues Code Certification Decals to mobile home manufacturers. Monitors mobile home complaints made by consumers against mobile home manufacturers and dealers.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

1. These files relate to administration of the Uniform Standards Code for Factory Manufactured Movable Homes Act.
2. The files include all correspondence to and from the complaintee in reference to their mobile home complaint. All these files contain complaints that have been satisfactorily completed.
3. The files are arranged alphabetically by the complaintee's name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				1/2	1
Legal-size File Drawers	1	2	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				7	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				Preceding Year's	All Prior Years
				2	1
				0	0

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   | YES                                 | NO                                  |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 14. Is there a duplication of this series in another office or agency?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☒ Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 4 year(s):  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Destroy immediately after cut-off.  
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Fred Anderson JR</i>	<i>2/14/73</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Johnnie L. Caldwell</i>	<i>2/15/73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>3-7-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>3/6/73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. B. Stupp</i>	<i>3/7/73</i>

STATE RECORDS  
COMMITTEE